

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Captain
Department: Sheriff's Office
Revised : May 2016

Class : Professional
FLSA: Exempt

This job description supersedes any prior description for the Captain classification.

GENERAL DESCRIPTION

Highly responsible supervisory work in law enforcement. Supervision is given to a staff of law enforcement employees and, under emergency conditions, such authority may extend to organizational components and personnel outside of the division. Supervision is received from the Chief Deputy. Work is reviewed through observation and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Directs personnel within the division to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures.

Makes recommendations for hire, fire, promotion, or other status changes for staff supervised that is given particular weight by the Sheriff.

Executes orders and observes all regulations as prescribed by the Chief Deputy and formulates command decisions which ensure that such orders, regulations, and decisions are obeyed and carried out.

Coordinates and supervises the operations of all teams, sections, and units within the division in all necessary matters; ensures a high degree of lateral cooperation and exchange of information is maintained.

Evaluates job performance and completes performance appraisals on staff supervised.

Keeps abreast of the affairs of the division and ensures subordinate officers are active in the performance of their duties and that no partiality, favoritism, undue leniency, or any injustice is shown.

Participates in regular conferences with the Chief Deputy concerning operational activities, problems, and division needs, including budgetary and administrative functions.

Prepares media releases for newspapers and television news stations for incidences involving law enforcement; speaks to reporters and answers questions concerning these events.

Responsible for the purchase, inventory, and maintenance of equipment assigned to the Sheriff's Office.

Provides for the inspection of all personnel equipment and documents of the division.

OTHER JOB FUNCTIONS

Supervises special projects as assigned by the Sheriff.

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Makes applications for grant funding involving research, application completion, and documentation; maintains paperwork and reports concerning grants awarded to the Department.

Serves in a continuous on-call status due to the nature of the work.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of federal, state and local laws and ordinances.

Ability to instruct, organize, and supervise the work of subordinate personnel.

Ability to communicate both orally and in writing.

Ability to plan, supervise and participate in a variety of law enforcement goals and activities.

Ability to establish and maintain effective working relationships with fellow employees, news media representatives, and the general public.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Work may include use of a firearm. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Criminal Justice, possession of Advanced Law Enforcement Certificate, six years experience in law enforcement including three years in a supervisory position, minimum age of 21, favorable psychological evaluation, background investigation, CVSA, successful completion of physical fitness assessment, favorable completion of medical examination with negative drug screen, and a valid driver's license are required.

**This job description does not create an employment contract,
implied or otherwise.**